



**POSITION ANNOUNCEMENT**  
**Custodial Services**  
**Brownwood, Texas**

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Howard Payne University does not discriminate based on race, color, national origin, gender (except where gender is a bona fide occupational qualification), age, veteran status, disability or genetic information. Background investigations will be conducted. The University is a "Drug Free Workplace." Applicants and employees may be required to take a drug and alcohol test at any time.

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**Job Title:** Housekeeping  
**Department:** President's Home  
**Reports To:** Executive Assistant to the President  
**FLSA Status:** Part-Time non-exempt staff

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**Expectation and Condition of Employment** - Howard Payne University, a church-related institution affiliated with the Baptist General Convention of Texas, seeks to employ evangelical Christians who are dedicated to teaching and service as they model the principles of the Christian faith and the University's sincere religious beliefs.

Howard Payne University (hereafter, university) is committed to the integration of learning and Christian faith in the pursuit of truth. Employees are expected to embrace the Christian Mission Statement and Core Values of the university and must support the university's affirmation of traditional Christian and Baptist beliefs by leading lives of service through active involvement in Christian activities both on campus and through a local church.

As a condition of employment, employees are paid by direct deposit. Your signature on this job description indicates your understanding and affirmation of the statements above.

**Mission Statement** - Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity.

**Core Values of Howard Payne University** - Seeking to engage the life of the mind and the life of the Spirit, Howard Payne University affirms that:

- God is the loving creator of all things and the author of all truth;
- Because God is the author of all truth, open inquiry is an act of intellect and of faith and is to be wholly embraced;
- Because open inquiry is an act of intellect and of faith, such efforts must proceed from rigorous academic standards and genuine commitment to Jesus Christ as Savior and Lord;
- For open inquiry to contain rigorous academic standards and genuine Christian commitment, there must be at all times a supportive learning environment that affirms human dignity for all as created in the image of God; and

- Committing oneself to the teachings of Jesus will result in Christ-centered, God-honoring and humanity-serving life choices characterized by honesty, integrity, healthy lifestyles and personal responsibility.

**Job Summary:** Provide a variety of cleaning activities with attention to detail by performing the Essential Duties and Responsibilities listed in the Job Description.

**Minimum Requirements:** High school diploma or general education degree (GED) or one to three months of directly related experience, or an equivalent combination of education and experience is required. Must be at least 21 years of age and maintain a valid Texas driver's license to drive any vehicle, including personal vehicles, on behalf of the University. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, talk and hear. The employee is occasionally required to sit, stoop, kneel, crouch or balance. The employee must regularly lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds lifting equipment or furniture. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Application Procedure:** Submit an Employment Application (available at: [www.hputx.edu/jobs](http://www.hputx.edu/jobs)), to:

Bill Fishback  
Associate VP for Business and Human Resources  
Howard Payne University  
1000 Fisk Avenue, Suite 210  
Brownwood, TX 76801  
E-mail: [hr@hputx.edu](mailto:hr@hputx.edu)

**Application Deadline:** Until position is filled



## Job Description

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**Job Title:** Housekeeping  
**Department:** President's Office  
**Reports To:** Executive Assistant to the President, Tammy Lowrey  
**Classification:** Non-Exempt, Part-Time Staff  
**Prepared By:** Executive Assistant to the President, Tammy Lowrey  
**Prepared Date:** July 3, 2019  
**Approved By:** Bill Fishback, Associate Vice President for Business and Human Resources  
**Approved Date:** July 3, 2019

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- Committing oneself to the teachings of Jesus will result in Christ-centered, God-honoring and humanity-serving life choices characterized by honesty, integrity, healthy lifestyles and personal responsibility.

**Job Summary** – Provide a variety of cleaning activities with attention to detail by performing the Essential Duties and Responsibilities listed below.

**Essential Duties and Responsibilities** include the following. The Custodial Supervisor or the Director of Facilities may assign additional duties.

1. Cleaning the home to include: bedrooms, living rooms, kitchen and other common areas. Sweeps, cleans, disinfects, mops, scrubs, and vacuums hallways, bathroom areas and stairs.
2. Helps with set up/tear down of campus activities to include moving of furniture and other heavy items.
3. Empties trash and garbage containers.
4. Changes batteries and light bulbs as assigned.

**Supervisory Responsibilities** – There are not supervisory responsibilities for this position.

**Competencies** - To perform the job successfully, an individual should demonstrate the following competencies:

1. **Problem Solving** - Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Works well in group problem solving situations. Uses reason even when dealing with emotional topics.
2. **Project Management** - Develops project plans. Coordinates projects. Communicates changes and progress. Completes projects on time and budget. Manages project team activities.
3. **Customer Service** – Enjoys assisting others. Manages difficult or emotional situations effectively. Solicits feedback to improve service. Responds promptly and effectively to requests for service and assistance. Meets commitments.
4. **Oral Communication** – Speaks clearly and persuasively in positive or negative situations. Listens and gets clarification. Responds well to questions. Participates in meetings.
5. **Quality Management** – Is a self-starter. Looks for ways to improve and promote quality. Demonstrates accuracy and thoroughness.
6. **Ethics** - Treats people with respect. Keeps commitments. Inspires the trust of others. Works with integrity and ethically. Upholds the University's Mission Statement and Core Values.
7. **University Support** - Follows policies and procedures. Completes tasks correctly and on time. Supports the University's Mission Statement and Core Values. Benefits the University through outside activities. Supports affirmative action and respects diversity.
8. **Quality** - Demonstrates accuracy and thoroughness. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.
9. **Quantity** - Meets productivity standards. Completes work in timely manner. Strives to increase productivity. Works quickly.

10. **Safety and Security** - Observes safety and security procedures. Determines appropriate action beyond guidelines. Reports potentially unsafe conditions. Uses equipment and materials properly.
11. **Attendance/Punctuality** - Is consistently at work and on time. Ensures work responsibilities are covered when absent. Arrives at meetings and appointments on time.
12. **Dependability** - Follows instructions, responds to supervisor's direction effectively. Takes responsibility for own actions. Keeps commitments. Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

**Qualifications** - To perform this job successfully, an individual must be able to perform each Essential Duty and Responsibility listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

1. **Education and Experience** – High school diploma or general education degree (GED); or one to three months of directly related experience; or an equivalent combination of education and experience is required.
2. **Language Skills** - Ability to read and comprehend simple instructions. Interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to groups of students or employees of the University.
3. **Math Skills** - Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement and distance.
4. **Reasoning Ability** - Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
5. **Licenses or Registrations** - Must be at least 21 years of age and maintain a valid Texas driver's license to drive any vehicle, including personal vehicles, on behalf of the University.
6. **Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties and Responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, talk and hear. The employee is occasionally required to sit, stoop, kneel, or crouch and climb or balance. The employee must regularly lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds lifting equipment or furniture. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

7. **Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties and Responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

While performing the duties of this job, the employee may be regularly exposed to fumes or airborne particles and toxic or caustic chemicals used in the cleaning and maintenance of grounds and buildings. The employee is occasionally exposed wet or humid conditions (non-weather), and work near moving or vibrating mechanical parts. The noise level in the work environment is usually moderate.

By my signature below, I confirm I have read, understand, and can meet all of the expectations and physical requirements in this Job Description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date